

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Project Support Officer
<b>MANAGED BY:</b>	Enterprise, Inward Investment and Trade (EIIT) - Business Growth Manager
<b>GRADE:</b>	7

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Project Support Officer to join the Business Growth Team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

**You will be a key player in making the West of England the best it can be for jobs, training and inward investment. We are delivering on bringing secure and fairly-paid jobs to the region, supporting people to gain new skills, and businesses facing economic uncertainty. We are building on our reputation as a region of innovation and creativity.**

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

Working in the Business Growth Team you will undertake tasks in a specialist service area that supports the development, delivery and monitoring of projects, programmes and initiatives aimed at supporting residents to start their own enterprise and encouraging businesses in the West of England to be productive, thrive and prosper, driving sustainable inclusive economic growth.

You will play a vital role in the delivery of some of the Combined Authorities key projects including the West of England Good Employment Charter, Business Advisory Boards and Jobs Connect.

Core to the Project Support role will be the ability to work confidently across a range of project disciplines and related tasks, including business engagement, event management, programme dashboard management and project monitoring required to support the management and delivery of the teams business plan.

## KEY RESPONSIBILITIES

The role will encompass a range of administrative responsibilities and complex project support tasks in an innovative and often fast-paced environment, flexing and adapting with the needs of the Business and Skills directorate including:

- Supporting the Business Growth team in developing a range of varied project proposals and seeing them through to delivery. Specifically supporting the development and delivery of the Combined Authorities 'Good Employer Charter'
- Meeting and event management, including supporting the design, development and organisational logistics for a programme of events, diary management, minute taking and chairing or presenting where appropriate.
- Project promotion, working with the communications team and delivery partners, creating and delivering presentations to stakeholders and internal teams.
- Administration using a range of Microsoft Office tools, processing and query handling with internal and external teams including finance, procurement, IT, evaluation and audit
- Use of complex ICT systems at an administrator level, including liaison with database providers, developers and delivery partners for system administration, design of reports and audit tools, data audit, collation and analysis of data across project areas to inform project reporting and programme dashboard.
- Research as needed to contribute to project innovation.
- Support for a range of teams across the Business and Skills directorate as project priorities allow
- Any other duties commensurate with the role

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Good standard of general education
- Excellent IT skills including Outlook, Word, Excel, PowerPoint and database entry and reporting

### Experience

- Managing internal and public enquiries by phone, email and face to face
- Event management, including liaison with venues, logistics, invites, set up and delivery
- ICT support including system administration, designing reports, audit and analysis of data
- Providing administrative support in a fast-paced and innovative specialist service area
- Developing documents and presentations in a range of styles and formats
- Meeting support including diary management, minutes, chairing and presenting

Promoting projects to internal and external stakeholders, including presenting to forums

### Skills and Competencies

- Able to work as part of a team and build relationships with colleagues and partner organisations, with a focus on excellent customer service
- Excellent written and oral communications skills at all levels, with ability to create reports and presentations to a high standard with strong attention to detail
- Self-motivated, capable of planning and prioritising own workload to meet deadlines
- Flexible and agile with the ability to respond at pace to competing demands
- Public speaking, able to confidently present information to individuals and groups
- Appreciation of the importance of discretion and confidentiality
- Training and coaching, able to convey complex processes to a range of audiences

## DESIRABLE

- Experience of providing a range of support in an innovative and fast-paced project environment
- Experience of administration in a complex political environment or similar

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 25 days Annual Leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We are about to move into a new bright, airy, modern office space, with all latest technology, under a 10 minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £9.90 - higher than the government minimum for over 23s, currently **£9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts,

as well as those who have contracts with us - such as IT providers.